

*Substitute
Teacher
Handbook*



SOARING TO NEW HEIGHTS

Bromley East Charter School

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.....See EMT Folders

This handbook is intended to provide helpful information regarding school policies and procedures. We hope that all substitutes will find the handbook useful in reviewing of familiarizing yourself with Bromley East Charter School's School operations.

Principal: *Roberta Harrell303-558-8527*

Assistant Principal: *Christina Spare.....303-558-8533*

Assistant Principal: *Lori Sheldon.....303-558-8534*

School Nurse: *Dottie Chin.....720-685-3297 Ext 132*

Office Manager: *Vicky Goodner720-685-3297*

Ext 137

School Hours: *8:20Am - 3:35Pm*

Substitute Full Day Hours: *8:00 Am - 4:00 Pm*

CHECK-IN AND TIMECLOCK

Each substitute will check in at the main office desk before reporting to the assigned classroom. Each substitute will have an assigned number to use in tracking hours worked on a time clock. Take a substitute name tag to wear. This is to identify you as school personnel to other staff members. When you arrive at the classroom, check in with the classroom teacher next door to announce your arrival. The classroom you substitute in will be unlocked for you.

SUBSTITUTE PAY PROCEDURES

The hours of employment will be specified at the time the substitute teaching position is scheduled. A long-term substitute must plan the lessons, grade paper, complete progress reports, and

continue communication with parents compared to the basic substitute who provides limited services to the classroom. Long term pay begins after 15 consecutive teaching days in the same classroom. Additionally, retaining the services of a long-term substitute provides consistency to the educational program.

RATE OF PAY FULL DAY (8 hrs.) \$

90.00 a day -- CO Teaching License

\$80.00 a day -- College Degree no teaching license

\$70.00 a

day -- No Degree

HALF DAY (4 hrs)

\$45.00

LONG TERM SUB \$

100.00

LEAVING THE BUILDING

Substitutes are not to leave the building without signing out and notifying one of the school's secretaries of their departure.

INCLEMENT WEATHER

In the case of inclement weather or unforeseen situations that will not allow school attendance, we will broadcast school closings on Channel 9, KUSA TV.

Computer Login/Password

Username: Teacher

Password: BECSsub

STUDENT HOURS, ATTENDANCE, AND LUNCH SCHEDULE

Students will be lining up outside with their classroom at 8:15am. The Class line up map will be attached on the back of this packet. You will then go out, meet your class and walk them into the building to the classroom. Please do attendance by 9:00am every morning. It is important that your class gets to lunch on time, so please check scheduled lunch times.

OVERHEAD ANNOUNCEMENTS

The Pledge of Allegiance is announced over the PA system daily at 8:25 am. Students will stand and say the pledge and other daily announcements will be made at this time.

LEAVING THE CLASSROOM

A teacher may not leave the class or group of students unsupervised at any time. Classes and groups of students moving in the halls must be accompanied by a teacher.

PROCEDURES FOR GENERAL SUPERVISION

The basic purpose of supervision is to direct student traffic and behavior within the school and to eliminate situations which may cause problems. Supervision is a most important assignment since it has been proven to be a major factor in reducing accidents and

controlling student behavior not only in the hallways but in the classroom as well.

DUTY STATIONS

The responsibility of watching your assigned station is to insure the safety of our students before school, during recess, during lunch, and after school. If you are assigned a station please monitor student behavior and safety. During lunch duty please help to secure a silent lunch line and insure that students are not being disruptive while eating lunch with their peers. Drop-off and Pick-up duty responsibilities include keeping a continuous motion of traffic. It will help maintain order and provide a more convenient and timely entrance and exit through the drop-off zones.

DISCIPLINE

We take the approach of a fair, firm, no nonsense attitude that can best be described as one that will allow students to learn, and teachers to teach. If a student's behavior infringes on his/her ability to learn, the ability of others around them to learn, or the teacher's ability to teach in an unrestricted manner, the student is in violation of our Code of Conduct and Responsibilities. In an effort to maintain an orderly atmosphere in the school and on the school's grounds, any teacher's authority extends to all students, whether or not the student is in that teacher's classroom.

- ❖ *If a discipline situation is one where a student is going to hurt him/herself or others, please contact the office immediately at ext. 135 or ext. 136.*
- ❖ *If a discipline situation occurs, give the student a warning. A brief reminder after class of appropriate behavior, at lunch or recess can be made to the student.*
- ❖ *If you have severe Behavior issues with a student, please send the student down to the office immediately.*
- ❖ *If the situation continues call the office.*

ASSEMBLIES

Teachers must accompany their classes to the cafeteria, stay and sit with them and be responsible for all students' behavior. Classes are to sit as a group. Students are not to leave the cafeteria once they are seated.

CLASSROOM CARE

It is important to assume the responsibility of keeping the classroom neat and clean during the day. Each class should leave the floor and tables in good condition for the next class. If custodial help is needed, please contact the main office for assistance (ext. 136 or 137). Students are not allowed to adjust the window shades in the room. Students will not sit on the tables as this weakens them. Students will sit in chairs with

legs on the ground. Tipping the chairs could cause injury to the student and damage the chair.

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of the Charter school. Employees are, therefore, required to dress appropriate business attire and to behave in a professional, business-like manner. Please use good judgment and remember to conduct yourself at all times in a way the best represents your Charter School.

SMOKING

The Charter School believes that the use or possession of tobacco products is injurious to health and poses a threat to non-smokers. In order to ensure a healthful environment for students and staff, all use and/or possession of tobacco products is

prohibited in the school building, on school grounds, in all school vehicles, and at all school events.

DRUG-FREE WORKPLACE

It is the policy of the Charter School to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subject's employees and visitors to our facilities to unacceptable safety risks, and undermines the Charter School's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace is strictly prohibited.

EQUAL EMPLOYMENT OPPORTUNITY

The Charter School provides equal employment opportunities to all employees and applicants for employment in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

HEALTH AIDE

The Nurse's office is located on the first floor in the main office. Students who become ill in class should be accompanied by another student to avoid the possibility of injury through fainting. Classroom teachers are not authorized to administer medications to students. Each classroom will have Health

Plans/Special Needs binder, which contains information about students in that particular room who may have special health needs. The health aide can be reached at ext. 132.

HEALTH AND SAFETY

The Charter School is committed to providing a safe and healthful working environment. In this connection, the Charter School makes effort to comply with relevant federal and state occupational health and safety laws, and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. The responsibility of all employees of the Charter School in this regard includes the following:

- ❖ *Exercise maximum care and good judgment at all times to prevent accidents and injuries.*
- ❖ *Report to supervisors and seek first aid for all injuries, regardless of how minor.*
- ❖ *Report to supervisors in writing, within four days of any injury, a complete report of an accident or injury.*
- ❖ *Report unsafe conditions, equipment, or practices to supervisory personnel.*
- ❖ *Use Safety equipment provided by the Charter School at all times.*
- ❖ *Observe conscientiously all safety rules and regulations at all times.*

TELEPHONE USAGE

There is a telephone in each room. Telephones In the classrooms are not to be answered or to be used by students. You must dial 9 to get an outside line. You may dial other rooms in the building by dialing the room number. Telephone calls received for staff will be forwarded to their voicemail boxes except for emergencies. Calls involving a toll charge can only be made if the secretary is notified. Please remember to Dial 9 for an outside line.

COPY MACHINES FOR TEACHER USE

There is a teacher workroom located in the main hallway Room # 189. It has 2 copy machines, laminator, dye cut and plenty of supplies that you may need throughout your day. The copy

machines are for teacher use only. There is also a copier located in the upstairs teachers' lounge room # 209.

LUNCH HOUR

You will have half an hour to eat lunch. The teachers' lounge workroom (room# 209) has 2 refrigerators and 3 microwaves.

You may also purchase a hot lunch in our cafeteria for \$3.50.

STAFF RESTROOMS

Restrooms for staff members are located on each floor, one is in the downstairs 3rd -4th hallway and the other is upstairs in the 5th -6th hallway across from the teachers' lounge.

FIRE DRILLS, TORNADO DRILLS, AND LOCK
DOWN DRILLS

Please see Red Emergency Notebook hanging by the door



Bromley East Charter School's education program does not discriminate against any person on the basis of race, creed, color, national origin, sex, marital status, religion, ancestry, or disability, or any other status prohibited by law.

